COUNTY OF HUMBOLDT

For the meeting of: 7/22/2025

File #: 25-855

To: Board of Supervisors

From: Assessor

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Renewal of the Agreement with Just Appraised in the Amount of $131,108

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve, and authorize the Assessor to execute, the Order Form with Just Appraised in the amount of $131,108 for the period of July 1, 2025 through June 30, 2028 to for change of ownership processing software.

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
The Assessor contracted with Just Appraised in July 2023 for change of ownership processing software. Just Appraised is a software platform that offers a workflow management product that completely transforms the space that resides between the Clerk-Recorder and Assessor. The software utilizes cloud computing and machine learning to scan recorded documents, identify key Assessor-related documents, and then transmits the data into the Megabyte Property Tax Administration database. The Application Programming Interface (API) allows the branch to extract specific property parcel information and enable data flow between the Megabyte Property Tax Software (MPTS) and Just Appraised. The key areas that were once a task for data entry by staff have been shifted to quality control by staff.

The Assessor's Office request authority to renew the agreement for a 3 year period from July 1, 2025 through June 30, 2028 as allowed in the original agreement.

SOURCE OF FUNDING:
General Fund (1100113)

FINANCIAL IMPACT:

Expenditures (1100, 113)	**FY25-26**	**FY26-27 Projected**	**FY27-28 Projected**
Budgeted Expenses	42,840	43,697	44,571
Additional Appropriation Requested	0	0	0
Total Expenditures	**42,840**	**43,697**	**44,571**
Funding Sources (1100, 113)	**FY25-26**	**FY26-27 Projected**	**FY27-28 Projected**
General Fund	42,840	43,697	44,571
Total Funding Sources	**42,840**	**43,697**	**44,571**

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
The Assessor's Department is requesting approval to sign an updated contract for 3 years with Just Appraised. In the initial agreement, section 5.1 of the contract allowed for an annual equity increase of 5%. This Order Form is for three years and only includes a 2% annual increase. This will equate to a savings of approximately $7,900 over the 3-year term of the contract. The Assessor's Office has included the cost of the software in the adopted fiscal year 2025-26 budget in 1100-113 and will include the cost in future annual budget cycles.

STAFFING IMPACT:
There will be no impact on staffing.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may choose not to approve the funding of the software Just Appraised; however, this is not recommended as it would create a negative impact on the Assessor's Office ability to meet its obligation to the public and create a large backlog in processing recorded documents.

ATTACHMENTS:
1. Just Appraised Order Form July 1, 2025-June 30, 2028
2. Just Appraised Agreement

PREVIOUS ACTION/REFERRAL:
Meeting of: 7/11/2023
File No.: 23-974